

## Job Description

### Clinical Pharmacist

### Medical and Elder Services

<b>Position Title:</b>	Clinical Pharmacist
<b>Organisation Unit:</b>	Directorate of Medical and Elder Services
<b>Location:</b>	Whangārei Hospital, Te Whatu Ora Te Tai Tokerau
<b>Responsible to:</b>	Pharmacy Manager, Pharmacy, Te Whatu Ora Te Tai Tokerau
<b>Primary Functions of the Position:</b>	To provide a comprehensive, effective and safe pharmaceutical service to the patients and staff of Te Whatu Ora

### Functional Relationships

The Clinical Pharmacist will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> <li>• General Managers</li> <li>• Service and Business Managers</li> <li>• Pharmacy Manager</li> <li>• Pharmacy Staff</li> <li>• Clinical Directors and all Medical Staff</li> <li>• All ward and department prescribing, nursing, allied and clerical staff</li> </ul>	<ul style="list-style-type: none"> <li>• Patients and their whānau</li> <li>• Community pharmacies</li> <li>• Medical and nursing staff employed by Hokianga and Whangaroa Trusts</li> <li>• PHARMAC, Ministry of Health and other relevant national groups</li> <li>• Pharmaceutical Company representatives and suppliers</li> </ul>

## Key Responsibilities and Expected Outcomes

Te Whatu Ora Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora Te Tai Tokerau:

Values	Supporting Statement
<b>Tāngata i te tuatahi</b> People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
<b>Whakaute (tuku mana)</b> Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
<b>Manaaki</b> Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
<b>Whakawhitiwhiti Kōrero</b> Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding and aroha
<b>Te Hiranga</b> Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Clinical Pharmacist encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Provision of clinical pharmacy service
- Provision of information, patient counselling, teaching and supervision
- General pharmacist duties
- Medico-legal responsibilities
- Quality assurance
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
<b>Te Tiriti o Waitangi</b>	<ul style="list-style-type: none"> <li>• Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within Te Whatu Ora management processes and procedures</li> <li>• Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes</li> <li>• Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner</li> <li>• Attend Te Whatu Ora Te Tiriti o Waitangi Training</li> </ul>
<b>Provision of clinical pharmacy service</b>	<ul style="list-style-type: none"> <li>• Attend allocated wards and departments and provide an individualised, comprehensive, high quality pharmaceutical care service, including; medicine reconciliation, discharge support, chart review, therapeutic drug monitoring</li> <li>• Ensure patients receive the most appropriate medication for safe and effective treatment in a timely manner</li> <li>• Ensure prescribers and other health care workers are provided with appropriate information regarding medication</li> <li>• Participation in multi-disciplinary team working, including ward rounds</li> <li>• Liaise with community pharmacy to ensure safe and comprehensive communication of patient medication needs at transfers of care</li> </ul>
<b>Provision of information, patient counselling, teaching and supervision</b>	<ul style="list-style-type: none"> <li>• Provide medicines information on request using appropriate resources and according to medicines information standards</li> <li>• Provide teaching to peers and clinical staff when requested</li> <li>• Provide supervision and training of intern pharmacists, trainee pharmacy technicians, pharmacy technicians and pharmacy undergraduate students when requested</li> <li>• Provide patient and whānau education and counselling as appropriate and refer appropriate patients to community pharmacy for specific services</li> </ul>
<b>General pharmacist duties</b>	<ul style="list-style-type: none"> <li>• Participation in standard 7 day rostering of working hours</li> <li>• Participation in after hours on call service</li> <li>• Participation in dispensary service provision</li> <li>• Dispensing and checking (but not manufacture) of chemotherapy</li> <li>• Extemporaneous compounding</li> <li>• Participation in pharmacy stock control and purchasing</li> <li>• Participation in pharmacy stocktake processes</li> <li>• Participation in team/pharmacy service quality improvement activities</li> <li>• Completion of Te Whatu Ora mandatory training</li> <li>• Establishment of annual goals, objectives, performance targets and strategies to meet these</li> <li>• Attendance at educational and role-related courses and conferences where appropriate</li> <li>• Participation in variation of standard hours worked as need dictates</li> </ul>

Key Responsibility Area	Expected Outcomes
<b>Medico-legal responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintenance of a current Annual Practising Certificate from the Pharmacy Council of New Zealand</li> <li>• Participation in a professionally recognised continuing professional development programme</li> <li>• Ensure that all activities within the pharmacy and informatics services will be conducted within the parameters of appropriate legislation, professional standards of practice and Te Whatu Ora policies</li> <li>• Confidentiality of all patient information will be maintained</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Contribute to monitoring and evaluating existing clinical service, systems, procedures and practices. Incorporate best practise and new evidence and making appropriate and agreed changes or improvements</li> <li>• Provide information for monitoring the service and participate in audit and quality improvement activities required by pharmacy, informatics, and Te Whatu Ora</li> <li>• Provide advice and support for adverse medication event reviews</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management</li> <li>• Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> <li>• Practicing and observing safe work methods;</li> <li>• The use of safety equipment;</li> <li>• Reporting unsafe conditions or equipment; and</li> <li>• Reporting and documenting all accidents or incidents</li> </ul> </li> </ul>
<b>Privacy and Confidentiality</b>	<ul style="list-style-type: none"> <li>• Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora Te Tai Tokerau</li> <li>• Complete mandatory induction training on Privacy responsibilities</li> </ul>

### Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

## Person Specification

### Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"><li>• Registration with the Pharmacy Council of New Zealand</li><li>• Holder of a current annual practising certificate</li></ul>	<ul style="list-style-type: none"><li>• Post graduate qualification in a relevant clinical area</li></ul>

### Experience

Essential	Desirable
<ul style="list-style-type: none"><li>• A high degree of IT literacy</li></ul>	<ul style="list-style-type: none"><li>• Previous hospital pharmacy experience</li></ul>

### Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none"><li>• Te Tiriti o Waitangi and its application to the health setting</li><li>• Privacy Act (2020) and Health Information Privacy Code (2020)</li><li>• Health and Safety at Work Act 2015</li></ul>	<ul style="list-style-type: none"><li>• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)</li><li>• New Zealand Council of Healthcare Standards</li></ul>

### Skills & Personal Attributes

Skills
<ul style="list-style-type: none"><li>• Excellent computer skills</li><li>• Excellent written and verbal communication skills</li><li>• Shows initiative and works proactively to achieve personal and team goals</li><li>• Demonstrates a high level of current technical and professional skills and</li><li>• Ability to work well alone, self-motivate and be proactive and be responsible for meeting own targets and managing own time and resources</li><li>• Ability to manage a challenging and complex workload and prioritise tasks appropriately</li><li>• Ability to work within guidelines and refer/escalate appropriately</li><li>• Excellent organisational skills</li></ul>

Personal Attributes
<ul style="list-style-type: none"><li>• Outcome focused</li><li>• Self-motivated</li><li>• Ability to influence others effectively and diplomatically</li><li>• Commitment to personal professional development</li></ul>

## Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title: **Clinical Pharmacist** \_\_\_\_\_

Signature of employee: \_\_\_\_\_

Date: \_\_\_\_\_